

OFFICE SERVICES SUPERVISOR I

DESCRIPTION OF WORK

Work of this class involves the supervision of several office services functions of moderate size and complexity for a major division or state department.

Employees are usually responsible supervising a small group of employees in a small item purchasing and storage, and issuance of forms, supplies, and equipment. Employee may also be responsible for a variety of other operations which may include providing machine, messenger, and mail services; reproduction of forms and other materials; and procurement, maintenance, and disposal of surplus property. Supervision is usually exercised over three or less of these complex office services operations. Work is assigned and planned by an administrative superior and is reviewed by him through conferences and activity reports for conformity with departmental policies, rules and regulations and for general effectiveness of operations.

EXAMPLES OF DUTIES PERFORMED

Procures and maintains inventories and controls on forms, supplies, and equipment and distributes them to central, local and county offices.

Supervises the operation of a mailroom in the receipt, distribution, and correct handling of mail; provides messenger service on regular schedules to all offices of the division or department.

May supervise a duplicating unit engaged in printing, padding, addressing, folding, and stuffing forms, reports, and registration certificates.

Discusses need for specialized supplies or equipment as well as new or revised forms with departmental personnel; advises them on quality and quantity needed and has necessary items printed or requisitioned.

Estimates amount of extra help needed in rush periods and hires temporary employees as needed.

Performs related duties as required.

RECRUITMENT STANDARDSKnowledges, Skills, and Abilities

General knowledge of office practices and procedures.

General knowledge of stockkeeping and inventory control.

General knowledge of the uses of specialized postal, photographic, duplicating, and other office machines and equipment.

General knowledge of the setting and designing of various forms, booklets, and related materials.

General knowledge of policies and procedures governing the procurement and disposition of surplus property.

Ability to procure and maintain adequate stocks of forms and supplies.

Ability to plan, assign, and review the work of subordinate clerical and office machine workers.

Ability to establish and maintain effective working relationships with other employees, officials, and the general public.

Minimum Education and Experience

Graduation from high school and three years experience in purchasing, storing, and issuing of a wide variety of forms, supplies, and equipment, and preferably involving some supervision in the operation of duplicating equipment; or an equivalent combination of education and experience.

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Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

PREPARED BY
OFFICE OF STATE PERSONNEL

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